

RESOLUTION No. 30962

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A RESOLUTION relating to City Council confirmation and reconfirmation of City department heads; outlining the steps that the Council intends to follow, and the general performance criteria that the Council intends to consider, when evaluating new department head candidates during the initial confirmation process and when evaluating existing department heads during the reconfirmation process; and superseding Resolution 30903 and other prior City Council policies or procedures.

Introduced: 2-5-07	By: Licata
Referred: 2-5-07	To: Public Safety Gov'tmental Relations + Art
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Reported: 3-5-07	
Passed: 3-5-07	Signed: 3-5-07
Filed: 3-5-07	Published: Title EN14 pp4

US5171

Law Department

[Signature]

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30 M, JG, PS

7/23/07 (LH)

Amended

3-5-07 Adopted 90

(LH)

RESOLUTION 30962

A RESOLUTION relating to City Council confirmation and reconfirmation of City department heads; outlining the steps that the Council intends to follow, and the general performance criteria that the Council intends to consider, when evaluating new department head candidates during the initial confirmation process and when evaluating existing department heads during the reconfirmation process; and superseding Resolution 30903 and other prior City Council policies or procedures.

WHEREAS, the City Charter and the Seattle Municipal Code provide that the heads of certain City departments are subject to appointment or reappointment by the Mayor, and confirmation or reconfirmation by the City Council every four years; and

WHEREAS, the confirmation process for a new department head candidate affords the City Council and the public an opportunity to review the candidate's leadership, accomplishments, vision, goals, priorities, challenges, management, and decision-making approaches; and

WHEREAS, the reconfirmation process for an existing department head affords the City Council and the public an opportunity to review the department head's leadership, accomplishments, vision, goals, priorities, challenges, management, and decision-making approaches; and

WHEREAS, Resolution 30903, adopted by the City Council in July 2006 outlines process and criteria for reconfirmation of department heads but does not explicitly address the initial confirmation process; and

WHEREAS, the City Council desires to outline steps and general performance criteria for both the initial confirmation process for department heads and the reconfirmation process; and

WHEREAS, the confirmation and reconfirmation process set forth below is in accordance with the concept of checks and balances between the Executive and Legislative branches of government, and ensures that highly competent and dedicated individuals are in key City management positions; and

WHEREAS, the Council intends to have a uniform and consistent process for initial confirmation and periodic reconfirmation of department heads and intends to establish fair and objective general performance criteria to consider when evaluating department head candidates or existing department heads; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:

Section 1. The City Council intends to follow the steps listed below when evaluating new City department head candidates during the initial confirmation process, and when evaluating



existing City department heads during the reconfirmation process.

- a. The Mayor submits to the Council the materials for the appointment or reappointment of a department head in paper and electronic form consistent with the Clerk's Office standards. The Mayor should submit, at a minimum, the following:
 - Transmittal letter;
 - Letter to appointee describing terms of appointment (does not apply for reappointment);
 - Appointment form;
 - Oath of office;
 - Resume; and
 - Memo relating to background check (does not apply for reappointment).
- b. The City Clerk places the materials in a Clerk File (C.F.) and processes the C.F. as proposed legislation is processed, including placing the C.F. on the Referrals Calendar to be introduced and referred to the appropriate Council committee as determined by the Council President, and posting the materials on the Clerk's website under the assigned C.F. number.
- c. The committee chair distributes to all Councilmembers the written materials for the appointment or reappointment submitted by the Mayor.
- d. The committee chair provides public notice of the confirmation or reconfirmation process and the availability of the materials at least two weeks before the committee meeting at which the C.F. will be discussed, in addition to listing the C.F. on the agenda for that committee meeting.



- e. The committee chair takes public comment on the proposed confirmation or reconfirmation at each committee meeting at which the C.F. is discussed, and also accepts public comment submitted in other forms before City Council action.
- f. The committee chair makes all written public comment available to all Councilmembers for review and available to the public, including posting on the Council's website as appropriate.
- g. The Council President schedules full City Council action on the C.F. within ten weeks of the date that the Mayor submits to the Council the written materials for the appointment or reappointment of a department head.

Section 2. The City Council intends to consider, as appropriate, the general performance criteria listed below when evaluating new City department head candidates during the initial confirmation process and when evaluating existing City department heads during the reconfirmation process. In addition, for each individual confirmation or reconfirmation process, these criteria may be supplemented by additional specific criteria appropriate to the particular new department head candidate or existing department head being evaluated. If the Council is reviewing a new City department head candidate who has little or no previous City of Seattle experience, the Council should modify the general performance criteria listed below to apply to previous non-City experience.

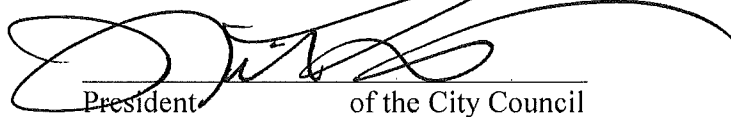
- a. Departmental or organizational accomplishments
- b. Leadership and achievements
- c. Timely completion of projects and work programs
- d. Budget performance



- e. Strategic planning
- f. Demonstrated commitment to diversity in hiring, workplace operations, contracting, and constituent services
- g. Departmental or organizational management
- h. Employee morale, motivation
- i. Relations with public
- j. Relations with City Council or other elected officials or oversight boards
- k. Accomplishment of Council priorities or those of other elected officials or oversight boards
- l. Responsiveness to Council requests or those from other elected officials or oversight boards

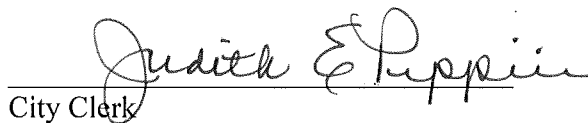
Section 3. Resolution 30903, and any prior City Council policies or procedures relating to confirmation or reconfirmation of City department heads, are superseded.

Adopted by the City Council the 5th day of March, 2007, and signed by me in open session in authentication of its adoption this 5th day of March, 2007.



President _____ of the City Council

Filed by me this 5th day of March, 2007.



City Clerk

(Seal)



FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	DOF Analyst/Phone:
Legislative	Martha Lester / 4-8149	N/A

Legislation Title:

A RESOLUTION relating to City Council confirmation and reconfirmation of City department heads; outlining the steps that the Council intends to follow, and the general performance criteria that the Council intends to consider, when evaluating new department head candidates during the initial confirmation process and when evaluating existing department heads during the reconfirmation process; and superseding Resolution 30903 and other prior City Council policies or procedures.

• **Summary of the Legislation:**

This resolution sets out the process and general criteria for Council confirmation or reconfirmation of department heads.

- **Background:** *(Include brief description of the purpose and context of legislation and include record of previous legislation and funding history, if applicable):*

In July, 2006, the Council adopted Resolution 30903, setting out the process and general performance criteria for Council reconfirmation of existing City department heads. This new resolution applies to both initial confirmation and reconfirmation, and supersedes Resolution 30903.

- *Please check one of the following:*

X **This legislation does not have any financial implications.** *(Stop here and delete the remainder of this document prior to saving and printing.)*



RESOLUTION 30962

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3 heads; outlining the steps that the Council intends to follow, and the general performance
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7 City Council policies or procedures.

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9 departments are subject to appointment or reappointment by the Mayor, and confirmation or
10 reconfirmation by the City Council every four years; and

11 WHEREAS, the confirmation process for a new department head candidate affords the City Council
12 and the public an opportunity to review the candidate's leadership, accomplishments, vision,
13 goals, priorities, challenges, management, and decision-making approaches; and

14 WHEREAS, the reconfirmation process for an existing department head affords the City Council and
15 the public an opportunity to review the department head's leadership, accomplishments,
16 vision, goals, priorities, challenges, management, and decision-making approaches; and

17 WHEREAS, Resolution 30903, adopted by the City Council in July 2006 outlines process and
18 criteria for reconfirmation of department heads but does not explicitly address the initial
19 confirmation process; and

20 WHEREAS, the City Council desires to outline steps and general performance criteria for both the
21 initial confirmation process for department heads and the reconfirmation process; and

22 WHEREAS, the confirmation and reconfirmation process set forth below is in accordance with the
23 concept of checks and balances between the Executive and Legislative branches of
24 government, and ensures that highly competent and dedicated individuals are in key City
25 management positions; and

26 WHEREAS, the Council intends to have a uniform and consistent process for initial confirmation
and periodic reconfirmation of department heads and intends to establish fair and objective
general performance criteria to consider when evaluating department head candidates or
existing department heads; NOW, THEREFORE,

27 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:**

Section 1. The City Council intends to follow the steps listed below when evaluating new
City department head candidates during the initial confirmation process, and when evaluating

existing City department heads during the reconfirmation process.

- a. The Mayor submits to the Council the materials for the appointment or reappointment of a department head in paper and electronic form consistent with the Clerk's Office standards. The Mayor should submit, at a minimum, the following:
 - Transmittal letter;
 - Letter to appointee or reappointee describing terms of appointment or reappointment;
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- c. The committee chair distributes to all Councilmembers the written materials for the appointment or reappointment submitted by the Mayor.
- d. The committee chair provides public notice of the confirmation or reconfirmation process and the availability of the materials at least two weeks before the committee meeting at which the C.F. will be discussed, in addition to listing the C.F. on the agenda for that committee meeting.



- e. The committee chair takes public comment on the proposed confirmation or reconfirmation at each committee meeting at which the C.F. is discussed, and also accepts public comment submitted in other forms before City Council action.
- f. The committee chair makes all written public comment available to all Councilmembers for review and available to the public, including posting on the Council's website as appropriate.
- g. The Council President schedules full City Council action on the C.F. within ten weeks of the date that the Mayor submits to the Council the written materials for the appointment or reappointment of a department head.

Section 2. The City Council intends to consider, as appropriate, the general performance criteria listed below when evaluating new City department head candidates during the initial confirmation process and when evaluating existing City department heads during the reconfirmation process. In addition, for each individual confirmation or reconfirmation process, these criteria may be supplemented by additional specific criteria appropriate to the particular new department head candidate or existing department head being evaluated. If the Council is reviewing a new City department head candidate who has little or no previous City of Seattle experience, the Council should modify the general performance criteria listed below to apply to previous non-City experience.

- a. Departmental or organizational accomplishments
- b. Leadership and achievements
- c. Timely completion of projects and work programs
- d. Budget performance



- e. Strategic planning
- f. Demonstrated commitment to diversity in hiring, workplace operations, contracting, and constituent services
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- i. Relations with public
- j. Relations with City Council or other elected officials or oversight boards
- k. Accomplishment of Council priorities or those of other elected officials or oversight boards
- l. Responsiveness to Council requests or those from other elected officials or oversight boards

Section 3. Resolution 30903, and any prior City Council policies or procedures relating to confirmation or reconfirmation of City department heads, are superseded.

Adopted by the City Council the ____ day of ____, 2007, and signed by me in open session in authentication of its adoption this ____ day of ____, 2007.

President ____ of the City Council

Filed by me this ____ day of ____, 2007.

City Clerk

(Seal)



STATE OF WASHINGTON – KING COUNTY

--SS.

208562
CITY OF SEATTLE, CLERKS OFFICE

No.

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

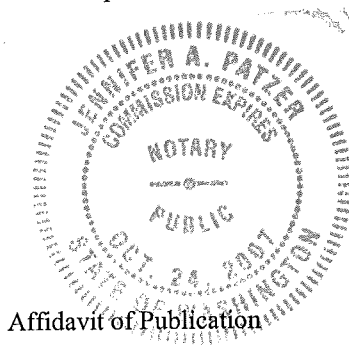
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:30962 & 30967 TITLES

was published on

03/12/07

The amount of the fee charged for the foregoing publication is the sum of \$ 48.83, which amount has been paid in full.



Affidavit of Publication

Subscribed and sworn to before me on

03/12/07

Notary public for the State of Washington,
residing in Seattle

State of Washington, King County

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following resolutions, passed by the City Council on March 3, 2007, and published here by title only, will be mailed upon request, or can be accessed electronically at <http://clerk.ci.seattle.wa.us>. For further information, contact the Seattle City Clerk at 684-8344.

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RESOLUTION NO. 30967

A RESOLUTION expressing the City Council's intent to protect and enhance the Duwamish watershed in the vicinity of Hamm Creek by enhancing the habitat mitigation at the Joint Training Facility site.

Publication ordered by JUDITH PIPPIN,
City Clerk

Date of publication in the Seattle Daily
Journal of Commerce, March 12, 2007.
3/12/208562)